

## **3000 SCHOOL DISTRICT ORGANIZATION**

**2/9/06**

### **3100 Statement of Purpose**

The State Board of Education firmly believes that the school districts of Vermont should be organized so as to provide the maximum educational opportunities for pupils in grades K-12 or 1-12 consistent with administrative and financial effectiveness and efficiency.

### **3200 Supervisory Unions**

3210 Statutory Authority: 16 VSA §261, 16 VSA §262, 16 VSA §§263-266, 16 VSA §267, 16 VSA §§301-303, 16 VSA §§321-325

#### **3220 Supervisory Union Adjustments**

#### **3221 Procedure**

3221.1 Adjustments may be requested by a member district(s), or initiated by the State Board of Education.

3221.2 A school district may petition following a vote, complying with 16 VSA §261(b), in favor of adjustment.

3221.3 Following a request to adjust, the petitioning district shall conduct a needs assessment which should indicate what educational services are presently provided and what educational services would be provided under the proposed adjustment.

3221.4 The needs assessment will be conducted by the state Department of Education if the State Board of Education initiates the request.

The Department of Education shall obtain a response from affected school districts.

3221.5 The State Board of Education will consider action on a request following receipt of the above information.

3221.6 In no case will adjustments occur within supervisory unions until July 1 following the annual supervisory union meeting following State Board of Education action.

### 3222 Agreement

School districts involved in a supervisory union adjustment must agree to the following:

3222.1 To maintain a K-12 or 1-12 educational continuum to the extent practicable.

3222.2 That all existing programs or equivalent services currently provided through local financial effort shall continue to be provided in all districts affected for a minimum of three (3) years from the effective date of the adjustment.

3222.3 The Department of Education shall report to the State Board of Education as to district agreement on and compliance with the conditions. Failure to comply could result in a reversion to the original organizational pattern.

### 3223 Needs Assessment

Supervisory unions shall be organized to the extent practicable to offer a comprehensive program of instruction in kindergarten or grade one through twelve which meets the needs of children. Factors to be considered in the needs assessment shall include the educational programs and services to meet the needs of regular and exceptional children and support services and programs.

Needs assessments shall be conducted according to procedures developed by the Department of Education.

3223.1 The supervisory union shall provide educational and administrative leadership and supervision at a reasonable cost consistent with local taxable wealth and state and federal financial support.

3223.2 A supervisory union shall be a contiguous geographic unit with consideration given to whether there are community characteristics that will assist in deciding its boundary.

### 3230 Vacancy of Superintendency

#### 3231 Notification

The chair of a supervisory union/district board shall notify the Commissioner of Education as soon as the board becomes aware of an impending vacancy in the superintendency of the supervisory union/district.

3232 Recruitment Initiated

Within two calendar weeks of notification by the supervisory union/district board chair the Commissioner shall advise the chair that either of the following applies:

3232.1 The process of recruiting a new superintendent may proceed, or

3232.2 The Commissioner will recommend to the state board that the supervisory union/district be placed under state board consideration for supervisory union change. The Commissioner may authorize the recruitment for and hiring of an interim superintendent for a specified time period if necessary to fill a vacancy. However, the supervisory union/district board may not hire a permanent superintendent until the state board has completed its deliberations regarding changes if any, in the supervisory union/district.

3240 Superintendent

3241 Qualifications. A superintendent shall be certified in accordance with state law (See Section 5000 of this manual).

3250 Fiscal Operations

3250.1 Accounting

Accounting systems will meet governmental generally accepted accounting principles for state and local governments and will follow, at a minimum, the code structure contained in the Handbook for Financial Accounting of Vermont School Systems. Financial Code Classification System (16 VSA 164 (15)).

3250.2 Receipt of Grant Funds

To receive grant federal or state funds, entities must:

- (a) have the approval of the governing board,
- (b) be an eligible recipient under the applicable state and/or federal regulations,
- (c) file an application form with the Department of Education,
- (d) meet reporting requirements as to forms and timelines,
- (e) have the chief administrative officer sign all forms,
- (f) expend funds within state and/or federal grant regulations,

- (g) meet all state and federal audit requirements, and
- (h) return any funds cited as expenditures/revenues not meeting program regulations (16 VSA 164 (15)).

### 3250.3 Employment of Personnel

Each supervisory union shall employ or contract with a person(s) qualified by education and/or experience to maintain the accounting system on a double entry accrual or modified accrual basis in accordance with governmental generally accepted accounting principles (16 VSA 261a (7)).

## 3260 Definition of Enrolled Pupils

3260.1 For the purpose of calculating a member school district's proportionate share of the superintendent's salary and expenses and the other expenses of the supervisory union pursuant to 16 VSA 301, unless otherwise agreed upon, the term "enrolled pupil" means that actual number of students enrolled in the school as of the 40<sup>th</sup> day of school.

Special and vocational education pupils shall be counted for the purposes of calculation proportionate share in the same manner as set forth above.

3300 Australian Ballot Budget Votes Under Act 60

Australian ballot budget articles pursuant to 16 VSA §§428(a), 511(a) and 711a(a) shall substantially conform to the following:

"Shall the voters of the \_\_\_\_\_ (town) (incorporated) (union) school district appropriate \$\_\_\_\_\_ necessary for the support of its schools for the year beginning July 1, \_\_\_\_\_?"